

## Chapter 6 - F9 Name Lookup

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## F9 Name Lookup

The <F9> function can be accessed from any screen in the system. It is used to look up case or party names. When used while editing another case, the <F9> will only interrupt your job and it will return you to it after you are finished with the name look up.

### Accessing the F9 Name Lookup:

Press <F9> from any screen throughout the system and the following screen will be displayed.

```
Court ID : P 44 ANGIE      Probate/Civil Name Inquiry Lookup

Enter a "1" to request "SNDX"   Sound index lookup
Enter a "2" to request "NAME"   Name lookup
Enter a "3" to request "NAME"   Adoption lookup

Enter request number here-> 2 name here-> TEST,TEST

Nxt Tran P SCH Type DEL Case# 04334849 Rec nbr 4
F1=Help F2=Nxt Tran F3=Exit F4=Prompt   F6=System F8=Juvenile
F9=Start over                        F14=Dkt.Inq F16=Inv.cal.

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```

Enter the search option that you would like the system to use. The default for this field is option “2” for a search by name. There are three options available for use:

1. Soundex - This will search for names that sound like the name you typed.
2. Name - This will search for the name you entered, exactly as it is typed.  
If the system does not find that name, it will position you to the closest name.
3. Adoption Name - This will search for adoption cases if you have authority.

Enter the name that you are searching for and press <Enter>. The system will return the following screen.

Court ID : P 44 ANGIE      Probate/Civil Name Inquiry Lookup <b>NAME</b>									
Case#	Typ	Dsc	Name	Num	File	Date	Microfilm	Sys	Pub
_ 00000008	CB	DEF	TEST,TEST,			2/02/2000		C	PUB
_ 00000008	CB	PLA	TEST,TEST,			2/02/2000		C	PUB
_ 00001010	NI	DEF	TEST,TEST,			4/01/2000	1234567890	C	PUB
_ 00003679	DA	SPT	TEST,TEST,			1/01/1998		P	PUB
_ 00020679	DE	CFI	TEST,TEST,			9/01/2003		P	PUB
_ 00022480	GA	GDA	TEST,TEST,			8/15/1999		P	PUB
_ 00100012	DA	DA	TEST,TEST,			4/19/2000		P	PUB
_ 00100016	DE	DE	TEST,TEST,			4/01/2000		P	PUB
									More...

Nxt Tran	P	SCH	Type	DEL	Case#	04334849	Rec nbr	4
F1=Help	F2=Nxt Tran	F3=Exit	F4=Prompt		F6=System			
F9=Start over					F14=Dkt.Inq	F16=Inv.cal.		

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There are four options that can be taken from this screen.

1. S - Display a case summary
2. P - Print a case summary
3. X - Select a case for processing
4. F - Display a file summary (Juvenile Only)

**NOTE:** The system will highlight all names that have an active accounts receivable master record associated with them.

Following are examples of each of the above processes.

## S - Displaying a Case Summary



```

Court ID : P 44 ANGIE      Probate/Civil Name Inquiry Lookup NAME

Case#   Typ Dsc Name                               Num   File Date   Microfilm Sys Pub
_ 00000008 CB DEF TEST,TEST,                        2/02/2000                C  PUB
_ 00000008 CB PLA TEST,TEST,                        2/02/2000                C  PUB
_ 00001010 NI DEF TEST,TEST,                        4/01/2000 1234567890 C  PUB
_ 00003679 DA SPT TEST,TEST,                        1/01/1998                P  PUB
_ 00020679 DE CFI TEST,TEST,                        9/01/2003                P  PUB
S 00022480 GA GDA TEST,TEST,                        8/15/1999                P  PUB
_ 00100012 DA DA TEST,TEST,                          4/19/2000                P  PUB
_ 00100016 DE DE TEST,TEST,                          4/01/2000                P  PUB
More...

Nxt Tran P SCH Type DEL Case# 04334849      Rec nbr 4
F1=Help F2=Nxt Tran F3=Exit F4=Prompt        F6=System
F9=Start over                               F14=Dkt.Inq F16=Inv.cal.

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```

Enter an "S" on the line to the left of the name you would like to display the case summary for and press <Enter>. The system will display the case summary screen as shown below.

SUMMARY		PUBLIC	
CASE#	00022480	TYPE	GA
XREF #		TYPE	
JUDGE	19493	DATE	11/17/1970
NAME	GUARDIAN, PERSON, AND ESTATE		
SSNO	000000000	OPTIONAL	DATE
ADDRESS			
CITY		STATE	
ZIP		PHONE	
STATUS	0	CLOSED	11/17/1970
REOPEN	9/01/2000	ATTNY	34306
AARDEMA		PUBLIC	P
MICRO		DISPO	12/31/2001
CODE	GTD	ORIG PR	
CSE TYPE	CHG	FROM TYPE	
CHG VENUE		RACE	
ANCILLARY			
=====			
NUM	DESC	QUALIFICATION	DUE DATE
1	GDA	AOT	8/15/1999
	TEST, TEST,		
	111 MAIN ST.		
	LANSING	MI	48912
-----			
NUM	CODE	F/DATE	SEQ
1	MIN	11/17/1970	
	CARNEY, RENEE, SUE		
2	MIN	11/17/1970	
	CARNEY, ROBIN, LYNN		
More...			
NXT TRAN	P	SUM	TYPE
INQ	CASE NBR	00022480	REC NBR
F3=Exit	F6=System	F13=Notes	F14=Dockets
	F16=Inv/Date		
Help			
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## P - Case Summary Print

Court ID : P 44 ANGIE
Probate/Civil Name Inquiry Lookup NAME

Case#	Typ Dsc Name	Num	File Date	Microfilm	Sys	Pub
_ 00000008	CB DEF TEST,TEST,		2/02/2000		C	PUB
_ 00000008	CB PLA TEST,TEST,		2/02/2000		C	PUB
_ 00001010	NI DEF TEST,TEST,		4/01/2000	1234567890	C	PUB
_ 00003679	DA SPT TEST,TEST,		1/01/1998		P	PUB
_ 00020679	DE CFI TEST,TEST,		9/01/2003		P	PUB
<b>P</b> 00022480	GA GDA TEST,TEST,		8/15/1999		P	PUB
_ 00100012	DA DA TEST,TEST,		4/19/2000		P	PUB
_ 00100016	DE DE TEST,TEST,		4/01/2000		P	PUB
More...						

Nxt Tran **P** SCH Type DEL Case# 04334849
Rec nbr   4

F1=Help F2=Nxt Tran F3=Exit F4=Prompt
F6=System

F9=Start over
F14=Dkt.Inq F16=Inv.cal.

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Enter a "P" on the line to the left of the name you would like to print the case summary for and press <Enter>. The system will print the case summary.

## X - Selecting a Case for Processing

Court ID : P 44 ANGIE      Probate/Civil Name Inquiry Lookup **NAME**

Case#	Typ	Dsc	Name	Num	File Date	Microfilm	Sys	Pub
_ 00000008	CB	DEF	TEST,TEST,		2/02/2000		C	PUB
_ 00000008	CB	PLA	TEST,TEST,		2/02/2000		C	PUB
_ 00001010	NI	DEF	TEST,TEST,		4/01/2000	1234567890	C	PUB
_ 00003679	DA	SPT	TEST,TEST,		1/01/1998		P	PUB
_ 00020679	DE	CFI	TEST,TEST,		9/01/2003		P	PUB
<b>X</b> 00022480	GA	GDA	TEST,TEST,		8/15/1999		P	PUB
_ 00100012	DA	DA	TEST,TEST,		4/19/2000		P	PUB
_ 00100016	DE	DE	TEST,TEST,		4/01/2000		P	PUB

More...

Next Tran **P** **SCH** Type **ADD** Case#  Rec nbr

F1=Help F2=Next Tran F3=Exit F4=Prompt F6=System

F9=Start over F14=Dkt.Inq F16=Inv.cal.

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1. Enter an "X" to the left of the case you are selecting.
2. Press <F2> to position your cursor on the Next Tran line.
3. Enter the process that you want the system to perform with this case.
4. Press <Enter>. The system will return the screen that you requested on the Next Tran line.